



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:

NASJAXINST 5090.12
Code 180/WP/5000

17 MAR 2004

NAS JACKSONVILLE INSTRUCTION 5090.12

Subj: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REVIEW OF PROPOSED FEDERAL PROJECTS/ACTIONS ON NAVAL AIR STATION (NAS) JACKSONVILLE

Ref: (a) OPNAVINST 5090.1B CH-2
(b) DOD Directive 6050.7
(c) 32 CFR 775
(d) SECNAVINST 5000.2B
(e) NASJAXINST 11010.1

Encl: (1) NAS Jacksonville Project Environmental Review Sheet
(2) NAS Jacksonville Project Design Environmental Comments Sheet

1. Purpose. To ensure that proposed federal projects/actions on NAS Jacksonville are planned, designed and performed in compliance with all federal, state and local environmental laws and regulations.

2. Scope. This instruction applies to all proposed federal projects/actions on NAS Jacksonville and its outlying properties, including actions initiated by action proponents.

3. Background. The potential exists that new federal projects/actions may be performed without adequately considering the environmental impacts and permit requirements. Thorough project/action evaluation by the Environmental Division, Facilities and Environmental Department reduces potential violations of environmental laws and regulations and subsequent fines. References (a), (b), (c) and (d) set forth the policy and guidance for federal projects/actions on Navy facilities and recommend procedures to ensure that all impacts are assessed during initial planning and prior to the start of new federal projects/actions.

4. Definitions

a. Action Proponent. Any individual, command, or organization that develops a proposed federal project/action combined with their selected design agents.

b. Emergency Action. Any action that must be performed immediately to safeguard property, address immediate life/health endangerment conditions, or stop hazardous substance or pollutant discharges.

c. Project/Action Evaluation. An interdisciplinary review and analysis for determining environmental requirements.

d. Proposed Federal Project/Action. Any specific new construction, maintenance, repair, or modification of federal land or facilities or new federal production process or action at any specific location that has not been previously evaluated for environmental requirements.

5. Policy. The Action Proponent for a proposed federal project/action on NAS Jacksonville must submit a project/action request to the Facilities and Environmental Department for evaluation and approval through the process established by this instruction.

NASJAXINST 5090.12

17 MAR 2004

6. Discussion. The degree to which a proposed federal project/action is evaluated by the Environmental Division depends on the scope of work and its potential impact to the environment or violation of environmental laws and regulations. Any proposed project/action that requires a design or is in an environmentally sensitive area i.e. a wetland, contaminated site, AICUZ or RAICUZ will be reviewed during the initial planning and design phases.

7. Proposed Projects/Action Evaluation Process. Enclosures (1) and (2) will be used to document evaluations of proposed federal projects/actions. Additional forms may be used by the Environmental Division and attached to the review package to provide specific guidance for permits, environmental assessments, environmental impact statements, designs, specifications or operating procedures.

a. Project Environmental Review Sheet (PERS). Enclosure (1) will be used to document the initial evaluation of a proposed federal project/action. The document has two main parts.

(1) The following sections (non-inclusive) are evaluated by Environmental Division media managers: wetlands, flood plain, threatened and endangered species, cultural resources, water, wastewater and stormwater, Installation Restoration Program (IRP)/Petroleum Contamination (PCA), air pollutants, solid and hazardous wastes, storage tanks, environmental permits and comments.

(2) The environmental impact analysis and signature sections are completed by the Environmental Division Director.

(3) The cost for State Historic Preservation Office coordination, permits, environmental assessments and environmental impact statements must be incorporated into federal project/action cost estimates. The Action proponent must submit all required information to the Environmental Division for review and coordination with the appropriate regulatory agencies.

(4) All federal project/action requests must include the project title, date submitted, name, address and phone number of preparer and action proponent, project start date, site location map and scope of work in order for the Environmental Division to evaluate the environmental impact.

(5) The Environmental Division will provide the completed PERS for a proposed federal project/action review to the Facilities and Environmental Department Planning Division to forward to the Action Proponent.

b. Project Design Environmental Review Sheet (DECS). Enclosure (2) will be used to document Environmental Division comments on the design of a proposed federal project/action. The Environmental Division will provide the completed DECS for a proposed federal project/action to the Facilities and Environmental Department Planning Division to forward to the Action Proponent.

c. Emergency Actions. For emergency actions the Action Proponent is responsible for ascertaining and complying with all environmental requirements. After hours advice can be obtained from the Environmental Division via the NAS Jacksonville Command Duty Office.

NASJAXINST 5090.12

17 MAR 2004

8. Responsibilities

a. Action Proponents for proposed federal projects/actions will:

- (1) implement procedures set forth herein;
- (2) submit results for all proposed projects/action to the Facilities and Environmental Department for review and approval in the initial planning stages of project/action development;
- (3) ensure funding is available for State Historic Preservation Office coordination, permits, environmental assessments and environmental impact statements, if required;
- (4) be available for consultation and provide assistance to the Facilities and Environmental Department during the evaluation process; and
- (5) apply for a digging permit through Facilities and Environmental Department prior to start of a new project/action that involves excavation on Station land per referenced (e).

b. Environmental Division, Facilities and Environmental Department will:

- (1) ensure that environmental evaluations are completed for all significant federal project/action requests submitted to the Facilities and Environmental Department;
- (2) be available for consultation and provide assistance during the evaluation process;
- (3) perform and process all reviews in accordance with references (a), (b), (c), and (d) including routing the appropriate documentation via the chain of command, coordination with federal, state, and local regulatory agencies, public announcements and reviews.
- (4) provide technical support and assistance during preparation of applicable reviews and permit applications; and
- (5) serve as the official representative of the Commanding Officer when coordinating and negotiating with federal and state regulatory authorities.

c. Contracting Officers for proposed federal projects/actions will:

- (1) ensure the enclosures (1) and (2) have been completed and the environmental issues are addressed prior to soliciting, bidding, or awarding a federal project/action contract or modification.
- (2) comply with the requirements and recommendations outlined in forms and documents attached to enclosures (1) and (2).

d. Contract Surveillance Representatives for proposed federal projects/actions shall:

NASJAXINST 5090.12

17 MAR 2004

(1) ensure that a federal project/action evaluation is completed prior to executing any contract work;

(2) ensure that a federal project/action evaluation is complete for all change orders or amendments initiated during the execution of a contract;

(3) be available for consultation and provide assistance to the Facilities and Environmental Department during the evaluation process for contract modifications; and

(4) comply with the requirements and recommendations outlined in forms and documents attached to enclosures (1) and (2).



M. S. BOENSEL

Distribution:

(NASJAXINST 5605.1HH)

List J-1

List X-1

NASJAXINST 5090.12

17 MAR 2004

NAS JACKSONVILLE PROJECT ENVIRONMENTAL REVIEW SHEET (PERS)

~~Private Use~~

Project Number:

1. Wetlands

Project is not sited in a wetland.
Project is sited in a wetland. See section 12 for required permits.

2. Flood Plain

Project is not sited in a 100-year flood plain.
Project is sited in a 100-year flood plain. See section 12 for required permits.

3. Threatened and Endangered Species

Project has no potential for affecting threatened or endangered species or critical habitats.
Based on advice from USFWS on ____/____/____, threatened or endangered species in the vicinity of the project will not be affected.
Consultation with USFWS underway in accordance with the Endangered Species Act.
Biological Assessment is required. Estimated completion date is ____/____/____.

4. Cultural Resources

Project area has been surveyed and no historic properties were identified.

HARP identified historic properties but the project will have no effect on them; written concurrence by the State Historic Preservation Office is needed.

Project will have an adverse effect on historic properties. Consultation with the State Historic Preservation Office is required.

Project will affect a site or property of interest to Native Americans.

5. Natural Resources

Yes	No	
_____	_____	Does project affect flora?
_____	_____	Does project affect fauna?
_____	_____	Does project affect BASH?
_____	_____	Does project affect wildlife management area?
_____	_____	Does project affect forestry management area?
_____	_____	Does project affect erosion?

6. Water, Wastewater and Stormwater

Water:

_____ Construction permit required for extension of water system per 62-555, FAC. See section 12.
 _____ No permit required for a water line to a single building.
 _____ Backflow preventer(s) required. Must be field tested by licensed inspector upon installation.
 _____ Sprinkler system must have rain sensor device per FS 373.62.
 _____ All new water coolers must be sampled for lead after installation IAW OPNAVINST 5090.1B CH1 of 2 Feb 98.
 _____ Well drilling/mod/abandonment must be conducted by a licensed contractor. Permit required per 40C-3, FAC. See section 12.
 _____ Other:

Wastewater:

_____ Construction permit required to connect to collection system per 62-600, FAC. See section 12.
 _____ No permit required per 62-604.110 (single facility, gravity service connection, no pretreatment, compatible discharge)
 _____ Other: _____

Stormwater:

Environmental Resource Permit required from SJRWMD per 40C-42 because: (See section 12)

- (1) Creates more than 4,000 S.F. impervious surface subject to vehicular traffic;
- (2) Creates more than 5,000 S.F. impervious surface; or
- (3) Project affects 5 acres or more (includes recreation areas, golf course, ball fields, etc.)

Site included in station Stormwater Master Plan; permit required but may access existing stormwater treatment system.

(Basin no. _____; pond no. _____; approx. _____ S.F.)

1-acre site/5-acre site; construction contractor must obtain NPDES permit and implement Stormwater Pollution Prevention Plan. See section 12.

Below permitting thresholds.

Upon completion site will be included in station Stormwater Pollution Prevention Plan, NASJAXINST 5090.4, and will require quarterly inspections.

Other: _____

7. Installation Restoration Program (IRP)/Petroleum Contamination (PCA)

☐ Facility is not sited on or near a IRP site.
☐ Facility is not sited on or near a PCA site.
☐ Facility is sited near an IRP site. Approximately _____ feet away.
☐ Facility is sited near and PCA site. Approximately _____ feet away.
☐ Facility is on an IPR site.
☐ Facility is on an PCA site.
☐ The following activities must be coordinated with the IRP Manager/Navy: excavation, sampling, and 40 hour H&S training.
☐ The site is projected to be remediated and/or closed out on ____/____/____, prior to commencement of construction activities.

Installation Restoration Program (continued)

The nature of the site contamination does not preclude the type of construction activity proposed.

Land Use Restrictions are in effect.

The proposed facility is acceptable land use. FDEP/EPA concurrence Y N N/A

NASJAXINST 5090.12
17 MAR 2004

NAS JACKSONVILLE PROJECT ENVIRONMENTAL REVIEW SHEET (PERS)

Project Title:

Project Number:

- ☐ Land Use Restrictions are in effect.
☐ The proposed facility is acceptable land use. FDEP/EPA concurrence Y N N/A
☐ The proposed facility is not acceptable land use.
☐ There is a Compliance Agreement associated with this site.
☐ A Remedial Investigation/Feasibility Study was completed on ____/____/____, to accurately delineate the aerial extent of the contamination.

8. Air Pollutants

- ☐ Will not be generated by the operation or construction of this facility.
☐ Will be generated by the operation or construction of this facility. Request for permit determination is required.
☐ Conformity applicability analysis is not required.
☐ Conformity applicability analysis is required. See section 12.
☐ Construction Permit for new air emissions source is not required.
☐ Construction Permit for new air emissions source is required. See section 12.

9. Solid and Hazardous Wastes

Hazardous waste generation and disposal must be coordinated with the Station HW Manager.

Will the work being performed on the project generate any wastes?

☐ Yes ☐ No

Asbestos:

- ☐ Not present.
☐ Not present: _____ survey underway.
☐ Present: _____

Lead Based Paint:

- ☐ Not present.
☐ Not present: _____ survey underway.
☐ Present: _____

Polychlorinated biphenyls (PCBs):

- ☐ Not present.
☐ Not present: _____ survey underway.
☐ Present: _____

Other known hazardous or toxic substances and pollutants (e.g. contaminated soils):

- ☐ Not present.
☐ Not present: _____ survey underway.
☐ Present: _____

10. Storage Tanks (Check all that apply)

- ☐ No storage tanks are involved.
☐ New storage tanks will be installed.
☐ Material to be stored, quantity _____.
☐ Existing tanks on the project site will be removed. Ensure RESD has been notified.
☐ Contamination exists.
☐ Contamination unknown.
☐ Existing tanks on project site will be retained.

11. Environmental Permits

- ☐ No permits are required
☐ The following permits are required prior to construction:
☐ SJRWMD Environmental Resource Permit for wetland impacts.
☐ Army Corps of Engineers Permit for wetland impacts.
☐ SJRWMD Environmental Resource Permit for stormwater impacts.
☐ Construction permit required for extension of potable water system per 62-555, FAC.
☐ Construction permit required to connect to sanitary collection system per 62-600, FAC.
☐ Well drilling/mod/abandonment must be conducted by a licensed contractor. Permit required per 40C-3, FAC.
☐ NPDES 5-acre site; construction contractor must obtain permit and implement Stormwater Pollution Prevention Plan.
☐ Construction permit for new air emissions source.
☐ Conformity Applicability Analysis is required before this project can proceed.
☐ Other: _____

12. Comments

NAS JACKSONVILLE PROJECT ENVIRONMENTAL REVIEW SHEET (PERS)

Project Title:

Project Number:

13. Environmental Impact Analysis Process☐ Categorical exclusion applies. Routine repair and maintenance of facilities and equipment to maintain existing operations and activities.☐ Categorical exclusion applies. New construction that is consistent with existing land use and, when completed, the use or operation of which complies with existing regulatory requirements.☐ Categorical exclusion applies.☐ Environmental Assessment required. Expected completion date is ____/____/____.☐ Finding of No Significant Environmental Impact signed on ____/____/____.☐ Environmental Impact Statement required. Expected completion date is ____/____/____.☐ Record of Decision signed on ____/____/____.

14. Environmental Division Director
Facilities & Environmental Department
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Signature:

Date:

